

Job Description

Post title:	National Communications Officer
Duration:	Full-time
Start Date and Contract Duration:	March 15, 2023 (1-year and renewable, depending on budget availability and performance)
Duty station:	Ulaanbaatar, Mongolia
Salary:	Will be determined by experience and qualifications and paid in local currency.
Deadline	Open until filled

Organizational Background

Based in Victoria, Canada, the Artisanal Gold Council (AGC) is a not-for-profit organization dedicated to improving the working conditions, opportunities, environment, and health of the millions of people involved in the Artisanal and Small-Scale Gold Mining sector (ASGM) in the developing world. The AGC helps to improve the global gold sector by promoting better practices through technology transfer, formalization and policy development, professionalization, and awareness-raising. The AGC consists of core staff, associates, and a Board of Directors in areas of ASGM, science, economics, sustainable development, social responsibility, human and environmental health, as well as gold production and extraction engineering. For more information about the AGC and its projects, please visit www.artisanalgold.org.

ASGM is an important income-generating activity in developing countries. In Indonesia, for instance, the sector supports approximately one million miners with five million more people indirectly benefiting. Despite its tremendous developmental potential, ASGM is also a source of human, social and environmental harm. One of the most serious problems in ASGM is the use of mercury in extracting gold. The AGC is working with governments, donor organizations, and civil society to address mercury use in ASGM and for the formalization of the sector. Our work in Asia is growing. We are currently executing a two-country project (Mongolia and the Philippines) that the Global Environment Facility supported programme “Global Opportunities for the Long-term Development of the ASGM sector”. The project has been designed to address the key issues linked to continued mercury use and provide sustainable development opportunities for the communities involved. The project utilizes four key strategies: (i) support formalization of the ASGM sector, (ii) reduce mercury releases in mining communities, (iii) help miners access financing and international markets, and (iv) educate and raise awareness. The projects operating in Mongolia and the Philippines are working towards eliminating mercury in the ASGM sector by using a bottom-up approach which directly involves members of the ASGM community in partnership with national governments. For more information please visit planetgold.org and planetgold.org/mongolia

Responsibilities

The National Communications Officer will work closely with the Communications and Media Relations Specialist based at the AGC headquarters to support the design and implementation of the knowledge management and communications strategies for this project, as well as in customizing the activities for the national setting. They will participate in taking large amounts of complex information and seeking innovative and effective ways to share them with all project stakeholders and partners, as well as the local, regional, national, and international communities. They are experts in interacting and building relationships with media and the press, confident in technical writing, and have experience in social media engagement.

Other tasks may include, but not be limited to, the following:

- Support the planning, implementation, and execution of communications strategies within the country project.
- Work closely with the national team members and the HQ communications specialist to populate

and organize the knowledge management system including the photo and video library with specific attention to annotations.

- Take the lead in identifying and implementing necessary communications activities at the national and local levels.
- Develop clear, well-structured blog posts, and other program-related communications materials for various audiences while adhering to messaging and branding guidelines.
- Coordinate the design of promotional materials in online and offline channels.
- Work closely with graphic designers and videographers to produce high-quality posters, infographics, and videos.
- Monitor and update the planetGOLD Mongolia project's website and social media accounts.
- Build and maintain project-relevant media contacts while promoting the planetGOLD and the AGC messaging.
- Communicate, engage, and build relationships with in-country stakeholders, government officials, and miners.
- Assist with planning and execution of outreach events, training programs, and workshops in collaboration with other staff members.
- Maintain country-specific social media platforms, and plan and execute social media campaigns.

Organizational Setting and Reporting:

The incumbent reports directly to the National Project Manager in Mongolia and Communications & Media Relations Specialist based at the AGC HQ and, if needed, other senior managers.

Qualifications

- Bachelor's degree in Marketing, Communications, Public Relations, Journalism, or related field or equivalent combination of training and experience.
- Minimum of two years experience in communications and marketing role.
- Experience working with remote/marginalized populations including ASM communities is an asset.
- Demonstrated experience in technical writing which may include writing blogs, reports, or manuscripts for publication.
- Experience in building and maintaining media relations.
- Knowledge of Google Suite, Microsoft Office, Adobe Creative Suite, Canva and social media tools.
- Experience in social media and web content management, with experience in content creation and graphic design being a significant asset.
- Willing and able to travel to project sites.
- Able to thrive when working remotely, and possess strategies for maintaining connections with the team.
- Excellent verbal, written, and interpersonal skills.
- Self-motivated; motivated by goals and objectives with an interest to learn a new field and skills.

Language

- Fluency in written and spoken English is required.
- Excellent writing skills in Mongolian.
- Knowledge of other languages would be an advantage.

To apply to this position please send a cover letter and resume, in English, stating the job title in the subject line, to assist.mn@artisanalgold.org by March 6th, 2023.